

The November 19th meeting of the COA Board was called to order at 10:37am by Chair Abha Singhal in the Clark Room, Town Hall.

Board Members Present: Abha Singhal, Liz Thibeault, Lillian DiBenedictis, Tom Dunkers, Mary Daigle, Peggy Hilton, Liz Bishop, Jean Sain, Elizabeth Acquaviva, Verna Gilbert. **Associate Board Members Present:** Stephanie Blunt,

Staff Members Present: David Klein, Angela Smith

FoCOA Representative: Santo Pulara

Handouts: Agenda/10-15-13 Minutes/October Transportation Report/Social Workers Report/Outreach Coordinator - Program Manager report/Directors Report/LRP FAQs/Group-Committee List'13-'14/COA Community Chest Grant Breakdown/Minuteman Senior Services Update/FoCCOA insert to the COA Monthly Newsletter

Chair, Abha Singhal made an announcement that Associate member, Ned Beruby has resigned his post but has agreed to work with us on special marketing projects in the future. Abha then called for a motion to accept the October Board meeting minutes. Motion carried by voice vote as did the motions for the Treasurer's and LISCW reports after little comment and no questions.

Outreach Coordinator and Program Manager, Angela Smith: Besides presenting her monthly report for review, she asked board members to sign up to bake and to help with the wreath making event as well as requesting donations of NON Christmas/Religious - cards to be utilized in the upcoming holiday season to hold gift cards and distribution of the wreaths. After little comment, and no questions the report was accepted by voice vote.

Director David Klein made the following comments that are reflected in the report: October was very busy for transportation: the vans were used every day. It was asked to bring back the stat that shows when BOTH vans were used on any given day. Incidentally there were 3 such days in October. Not in the report is that last year the van drivers averaged a total of 21 hours per week (we budgeted for 24) and this year so far through the standardization of a daily driver schedule, we've averaged 22.4 hours per week. Some debate ensued over whether or not to report driver training within these hours with a strong interest from the board to include these hours for budgetary reasons.

The number of meals delivered went up from 119 to 139 in October - in the transportation stats section note: the number of unique drivers used for MOW shows that besides volunteers, the TC has to deliver from time to time.

David also mentioned that the FinCom meeting last week resulted in a mis-interpretation by the Mosquito reporter regarding our request for additional hours for the Administrative Assistant. This request has simply been moved out by another fiscal year. David has sent a correction to the Mosquito as well as a direct email to the

Selectmen (cc'd the COA board) to inform them of this mis-information. It was further discussed that a letter to the editor with this correction might also be considered. Discussion ensued regarding the marketing roll out of the forthcoming 'disabled transportation demand survey. This brief survey will be sent out to the Mosquito first as a letter to the editor or press release and then may be submitted as a clip-and-return type 'ad' that the COA would pay for. It was requested that these surveys also be made available at the GPL but that they should be returned to the COA office due to the confidential nature.

Tom had a question about the decline in MOW recipients from 9 down to 7 people this past month. David and Angela commented that people on MOW drop out for a variety of personal reasons including simply that they may not like the food. There wasn't a clear answer as to why the 2 people opted out.

Liz T had a correction David's report to the Transportation Resource meeting section - She should be removed from this as she is not a member of this committee and did not attend the meeting.

A motion was made to accept the Director's report **as amended** (see underlined section above) A side-bar interjection ensued regarding the Transportation Resource meeting, regarding the list of state-wide "ParaTransit" vendors. (definition: An alternative mode of flexible passenger transportation - a la individualized rides - that does not follow fixed routes or schedules).

Further thoughts by David: the town should consider setting aside a separate line item for transportation servicing - just for disabled. Envisioned by David to work like the funding we request from the general fund for the social worker. Unused general fund money reverts back to the town as free cash. Whereas a warrant article that does not get entirely spent then gets rolled over into the same budget for the next year.

The motion was then voted upon and was carried by voice vote.

COA Senior Day Trips: Director David Klein, speaking on behalf of COA Day Trip Coordinator, Joanne Willens, commented that we are offering more theater-type day trips. The potential for an increase in staff workload due to these additional theater-type day trips was questioned but fears were allayed when it was noted that Joanne does most of the work.

Minuteman Senior Services Update by Jean Sain: November was the 39th Annual Meeting! Representative Sean Garballey of Arlington spoke as a member of the Ways & Means Joint Committee and Health Care Financing Joint Committee currently advocating for spouses to be paid as care givers as well as trying to have the most recent fare raise on The Ride lowered. The Minuteman – Lahey Community Coordinator Pilot Project was explained: a MMSS Coordinator is imbedded within a doctor practice who then meets with the patient in the doctor's office to go over the patient's needs and will also meet with the patient after the doctor's visit to go over the options for care. More information will be forthcoming on the scaling of this program.

Friends of the Carlisle COA: Santo Pulara stated that, under an agreement with the Concord Carlisle Community Chest (CCCC) the FoCCOA fundraising must not interfere with the CCCC's fundraising timeline so the 'Friend's' Annual Drive shall start on December 1st. Thanks to Holly Salemy, Chair of the FoCOA, who has set up a PAYPAL channel for ease of donations this year. David interjected that the December newsletter which goes to the entire town, has an insert with the list of FoCOA contributors names from last year on the back of the insert as well as information about the 'Friends' organization on the other side.

Old/New Business: Concord Carlisle Community Chest Grant David Klein directed our attention to the CCCC breakdown of last year's requested funds. Last year's grant was roughly five thousand dollars. In planning this next year's grant request, potential ideas for funding included: the poetry program, potential transportation vouchers, potential snow plowing subsidies, potential trash pick up subsidies. David and Angela are requesting that additional ideas be forwarded directly to them.

COA Committee List - 2013/2014 The program committee was the focus of the discussion, regarding the potential activation of this committee to work this year to affect next year's programs. It was discussed that this year's Program committee members will be activated only when needed to help with the follow through and mechanics of upcoming programs. Furthermore, it was suggested that next year (FY14) this committee could be charged with analyzing and evaluating programs, reflecting potential prioritization of this in the forthcoming Long Range Plan (LRP).

Update: Outdoor Space and Recreation (OS+R) Liz Bishop gave a recap of what the COA's involvement was in producing the draft of the OS+R Document for the town. An update has been suggested by the OS+R town committee that the overall documentation be reviewed every 7 years instead of the previously agreed upon 5 year cycle. It will be up to the COA department and boards to work toward implementing our portion of the OS+R resulting in our goals to be represented in the forthcoming LRP.

Nominating Committee: On behalf of the committee, Liz Bishop shared an idea with the board regarding the use of an individualized invitation/letter to select townspeople, names of whom to be provided by existing board members, to be mailed in December. This letter would afford a glimpse into what the COA board does as well as excite the recipient to want to join. It shall outline information regarding a brief reception (date TBD) as well as indicate that a board member shall follow up with them through a personal phone call. Index cards were distributed as a reminder to come prepared with names for the next meeting.

Long Range Plan Committee Update: In the spirit of transparency, Liz Thibeault, utilizing the LRP FAQ handout, gave an overview of the time the committee has invested to date as well as an outline of how the LRP will be used and a potential timeline for implementation and review. The basis for a LRP is to keep what is good and strong from the past but forge ahead with an eye to the future. She asked the board to

provide feedback regarding their vision for priorities in the coming years so that the committee may address them during this planning phase. Comments were made regarding 'Senior Center' (space) and housing. It is requested that any further ideas or comments be communicated directly to LRP committee members.

Final housekeeping notes were addressed by Director, David Klein, such as the use of the Clark room for next month's board meeting and the FinCom meeting write up in the Mosquito as well as the Bedford Road DDS development. Board member Tom Dunkers interjected that he was encouraged that the actual phrase 'community center' and 'senior center' were actually now being talked about during this planning phase of the build out of this and adjoining Banta Davis property. Liz T feels that the phrase we should emphasize going forward is : "Multigenerational Community Center with Dedicated space for seniors."

Prior to leaving at noon with Mary Daigle, Abha Singhal turned the meeting over to Vice Chair, Liz Thibeault.

A few additional housekeeping comments were made regarding the Friends' insert to the December newsletter.

Liz T asked for a motion to adjourn which carried by voice vote. The meeting concluded at 12:03pm.

Ed note: The next meeting of the COA Board will be on Tuesday, December 17th, 10:35am in the Clark Room of Town Hall.

Respectfully Submitted,
Liz Bishop ,Co-Secretary FY'13/'14